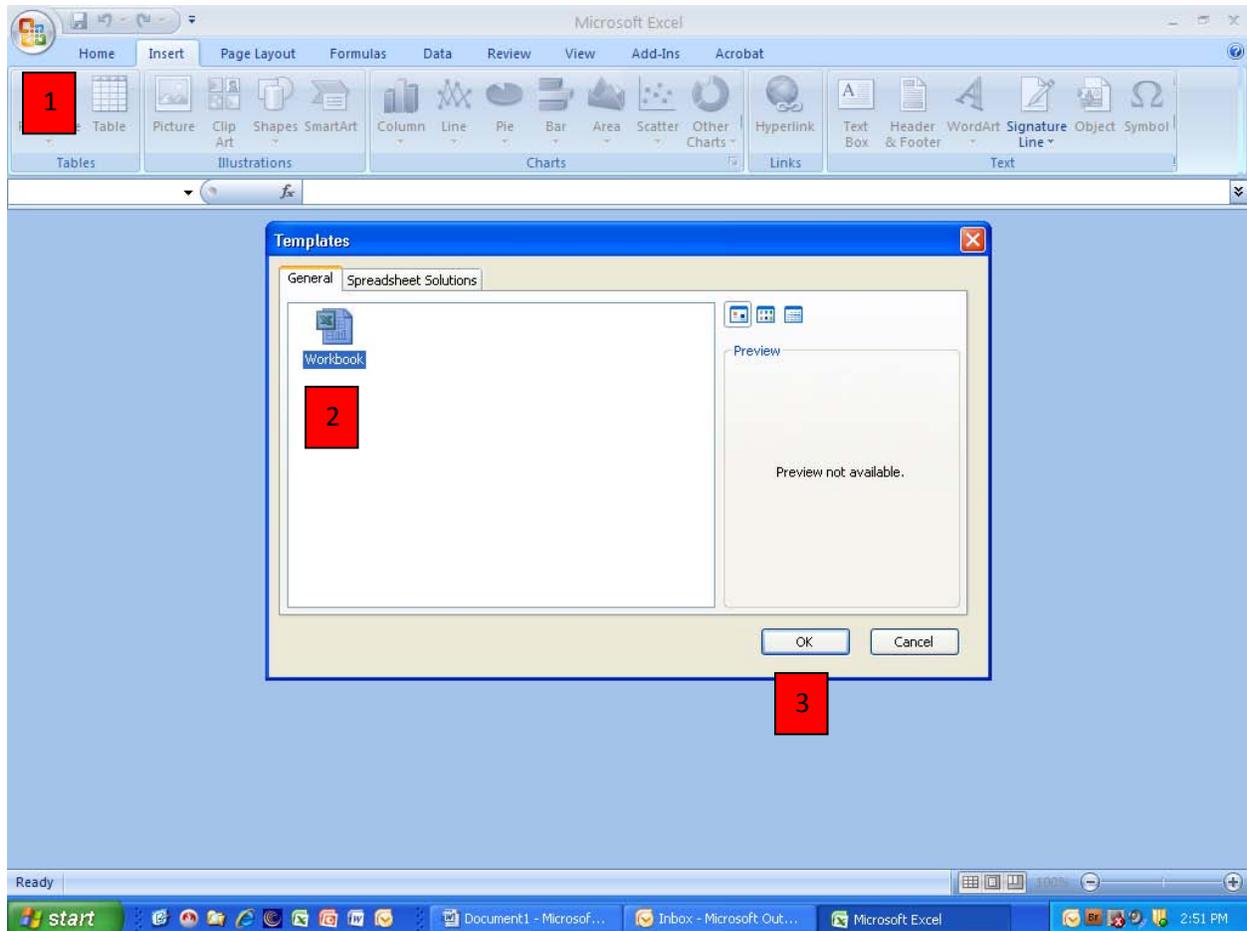


Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 1a – Open a blank Microsoft Excel 2007© spreadsheet by selecting the Microsoft button (1) at the upper, left portion of the window and then from the General tab, select the Workbook icon (2). Close the dialog box by selecting the OK button (3).

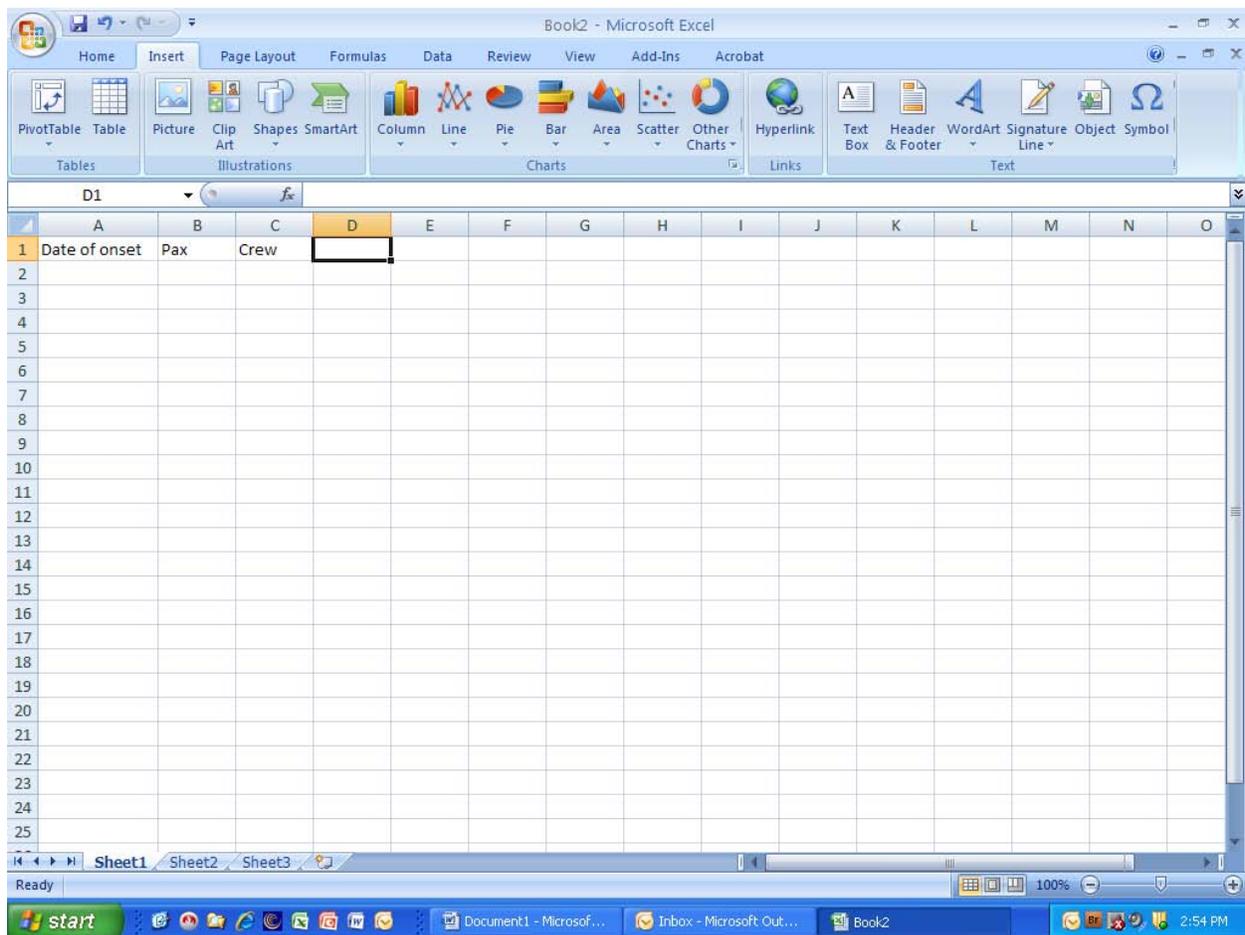


Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 1b - Set up the row headers with the following information:

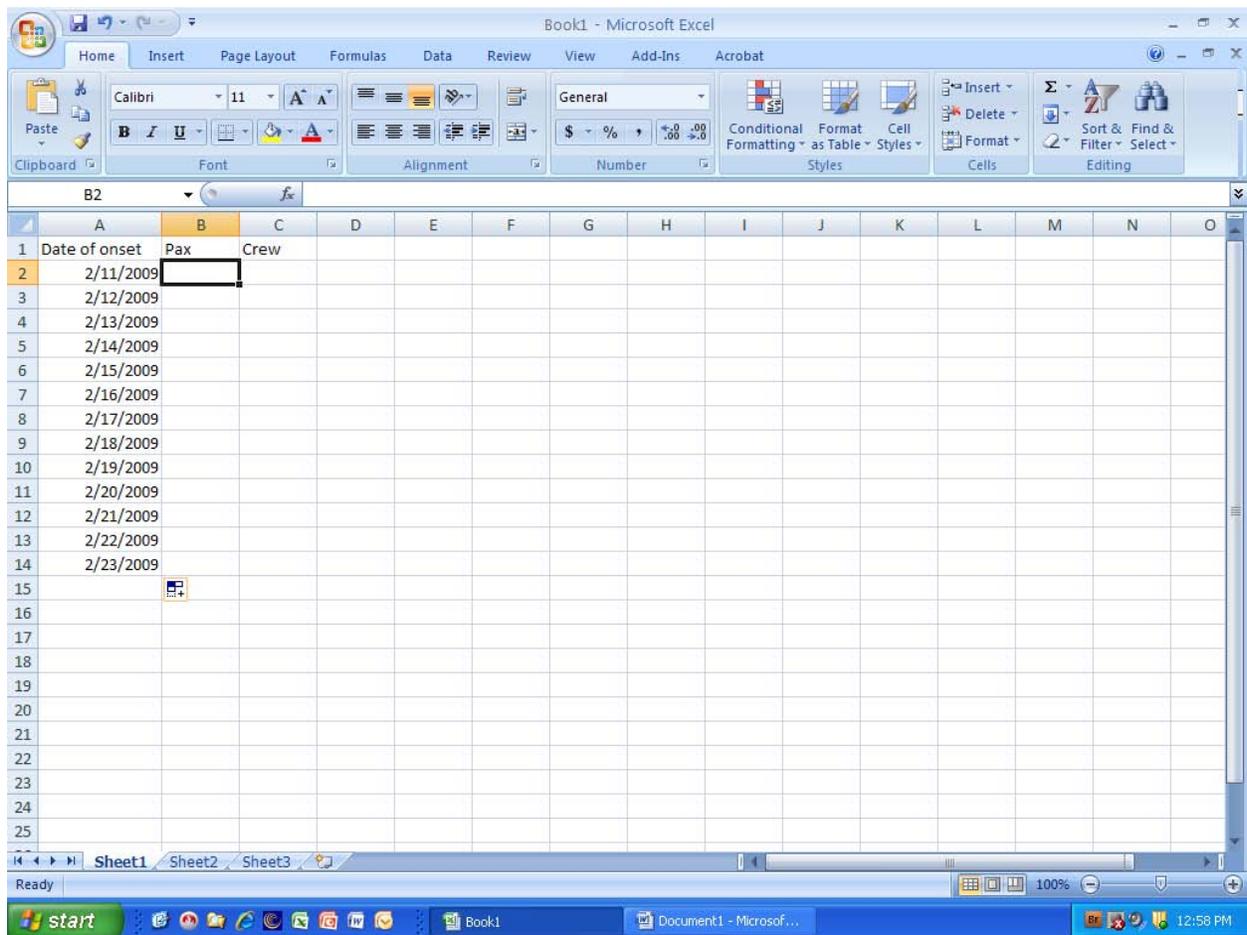
- a) In cell A1, enter "Date of onset" (or similar information)
- b) In cell B1, enter "Passenger" or "Pax" for the passenger header
- c) In cell C1, enter "Crew" for the crew header

Adjust the column sizes as needed by pressing and holding the left mouse button on the line separating the two columns, wait for the four-pointed cursor to appear and drag the mouse to the right to achieve the desired width.



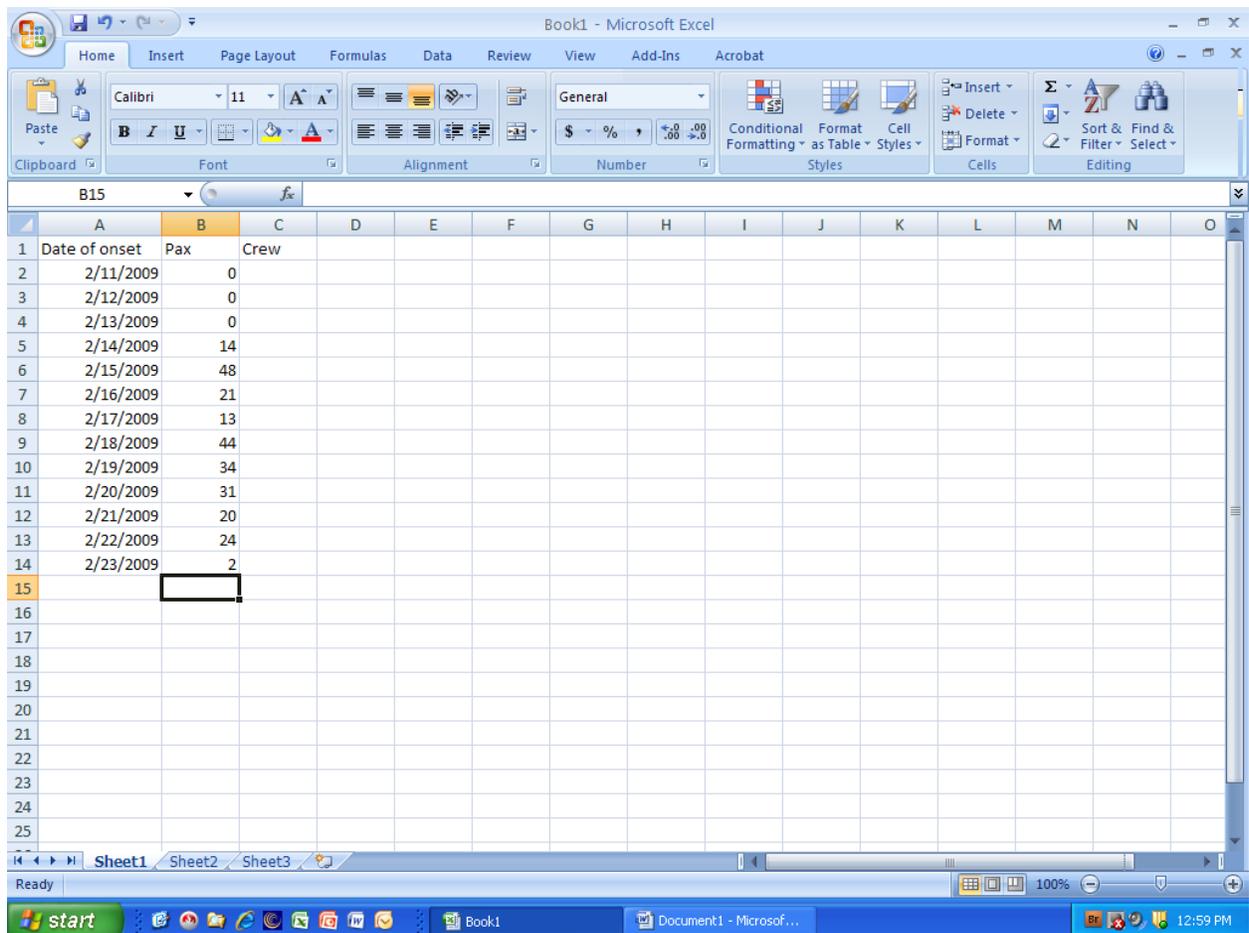
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 2 – In the cells immediately below the Date of onset header, type in the dates of illness onset using any valid date format



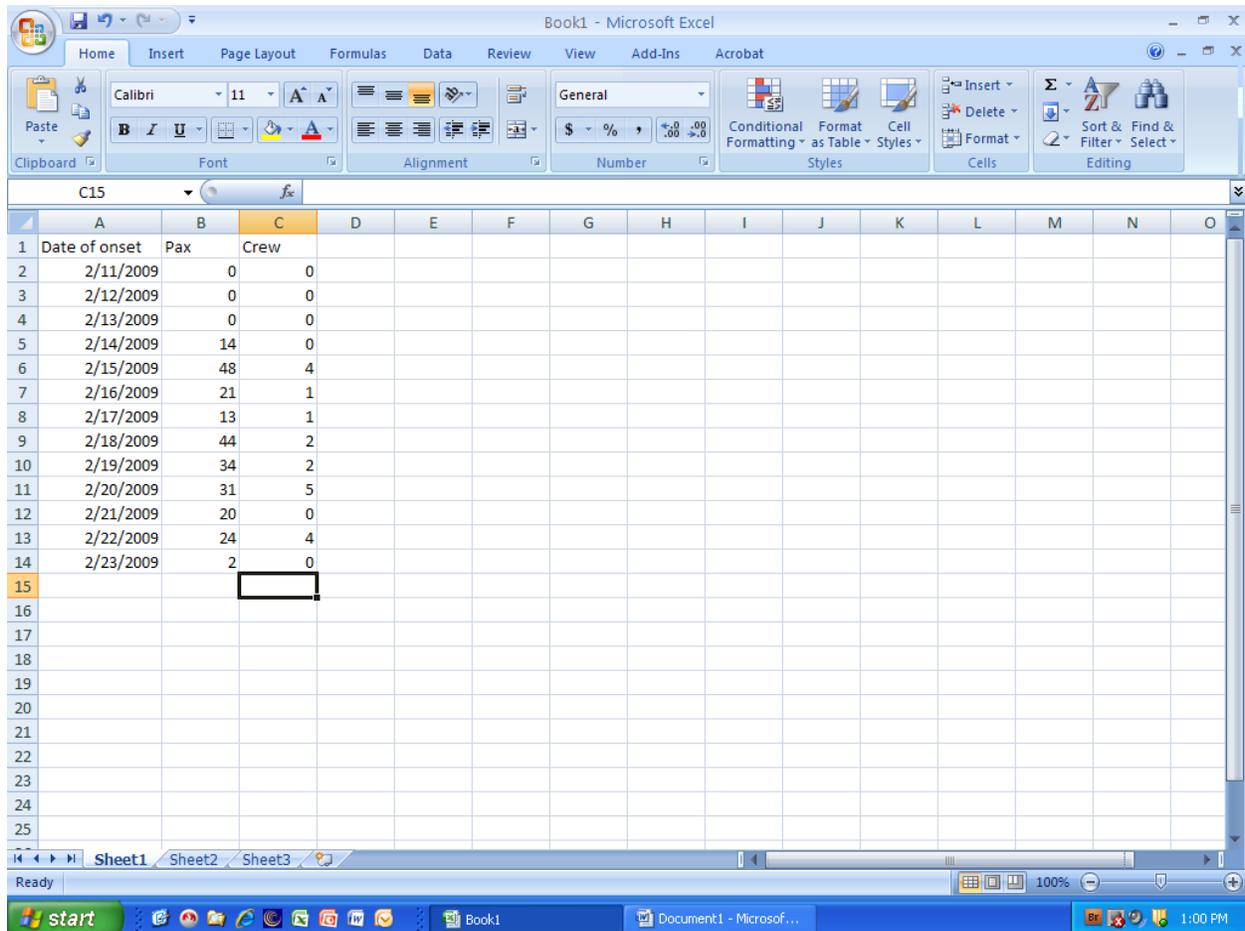
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 3 – In the cells immediately below the Passenger or Pax column, enter the number of cases corresponding to each date of onset. If there are no cases for a particular date of onset, enter a zero (0).



Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 4 – In the cells immediately below the Crew header, enter the total number of crew cases for each corresponding date of onset. If there are no cases for a particular date of onset, enter a zero (0).



The screenshot shows the Microsoft Excel 2007 interface with a spreadsheet containing data for an epidemic curve. The spreadsheet has columns labeled 'Date of onset', 'Pax', and 'Crew'. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Date of onset	Pax	Crew												
2	2/11/2009	0	0												
3	2/12/2009	0	0												
4	2/13/2009	0	0												
5	2/14/2009	14	0												
6	2/15/2009	48	4												
7	2/16/2009	21	1												
8	2/17/2009	13	1												
9	2/18/2009	44	2												
10	2/19/2009	34	2												
11	2/20/2009	31	5												
12	2/21/2009	20	0												
13	2/22/2009	24	4												
14	2/23/2009	2	0												
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															

Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 5 – Using the mouse, press and hold the left mouse button and drag to highlight the passenger and crew case data (including the headers) as shown in the picture below

The screenshot shows the Microsoft Excel 2007 interface. The spreadsheet has three columns: 'Date of onset', 'Pax', and 'Crew'. The data is highlighted from row 1 to row 14. The 'Date of onset' column contains dates from 2/11/2009 to 2/23/2009. The 'Pax' column contains values from 0 to 44, and the 'Crew' column contains values from 0 to 5. The status bar at the bottom shows 'Average: 10.38461538 Count: 28 Sum: 270'.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Date of onset	Pax	Crew												
2	2/11/2009	0	0												
3	2/12/2009	0	0												
4	2/13/2009	0	0												
5	2/14/2009	14	0												
6	2/15/2009	48	4												
7	2/16/2009	21	1												
8	2/17/2009	13	1												
9	2/18/2009	44	2												
10	2/19/2009	34	2												
11	2/20/2009	31	5												
12	2/21/2009	20	0												
13	2/22/2009	24	4												
14	2/23/2009	2	0												

Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

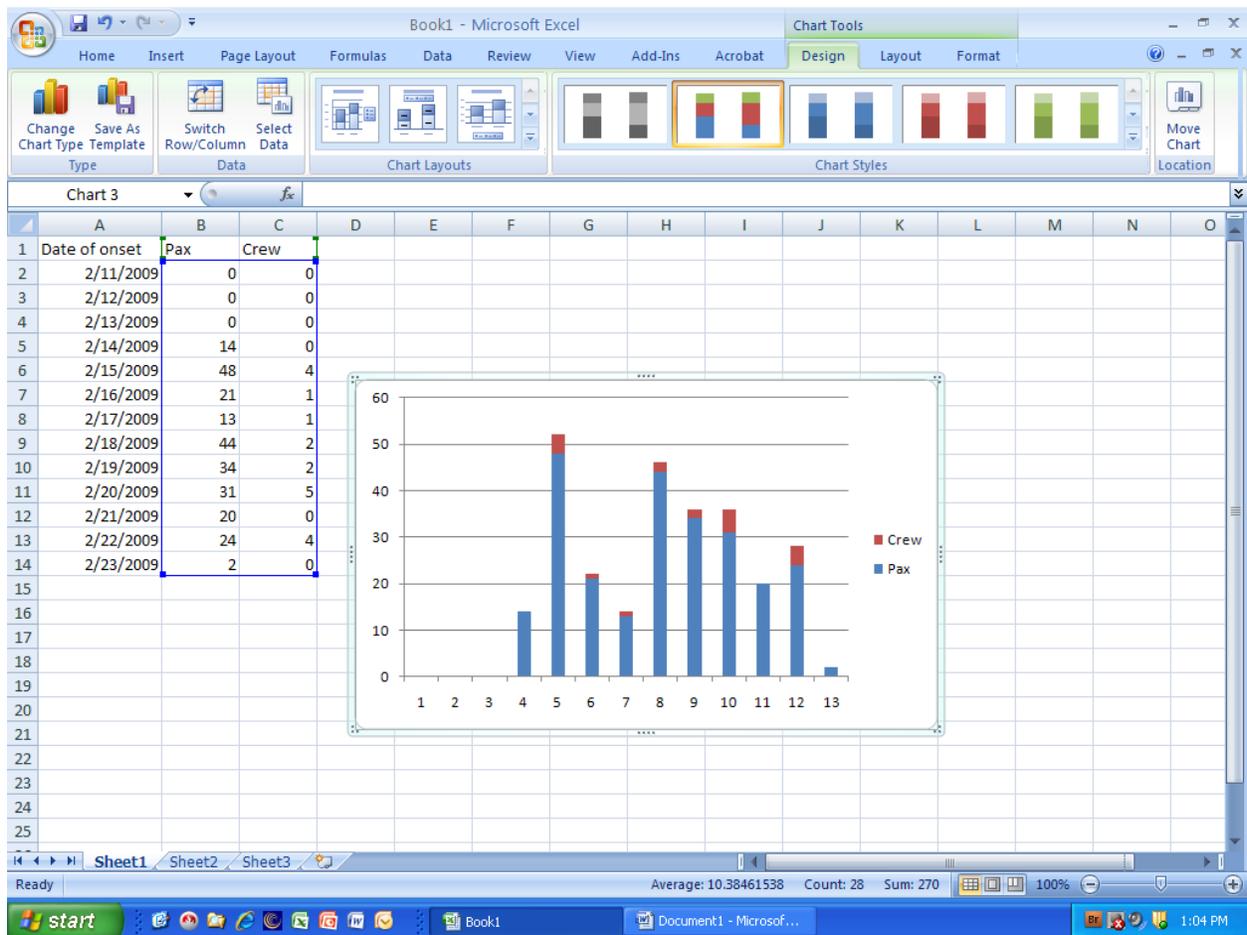
Step 6a – Select the Insert ribbon, then press and hold the Columns button to bring up the Columns submenu. Under 2-D column select the middle button for the two-dimensional chart option. [Note: Is not necessary to use 3-D chart options for epidemic curves as it makes reading the chart more difficult.]

The screenshot shows the Microsoft Excel 2007 interface. The 'Insert' ribbon is active, and the 'Columns' button is selected, opening a submenu. The submenu shows '2-D Column' charts, with the middle option (a 2D clustered column chart) highlighted. The background spreadsheet contains the following data:

	A	B	C	D
1	Date of onset	Pax	Crew	
2	2/11/2009	0	0	
3	2/12/2009	0	0	
4	2/13/2009	0	0	
5	2/14/2009	14	0	
6	2/15/2009	48	4	
7	2/16/2009	21	1	
8	2/17/2009	13	1	
9	2/18/2009	44	2	
10	2/19/2009	34	2	
11	2/20/2009	31	5	
12	2/21/2009	20	0	
13	2/22/2009	24	4	
14	2/23/2009	2	0	

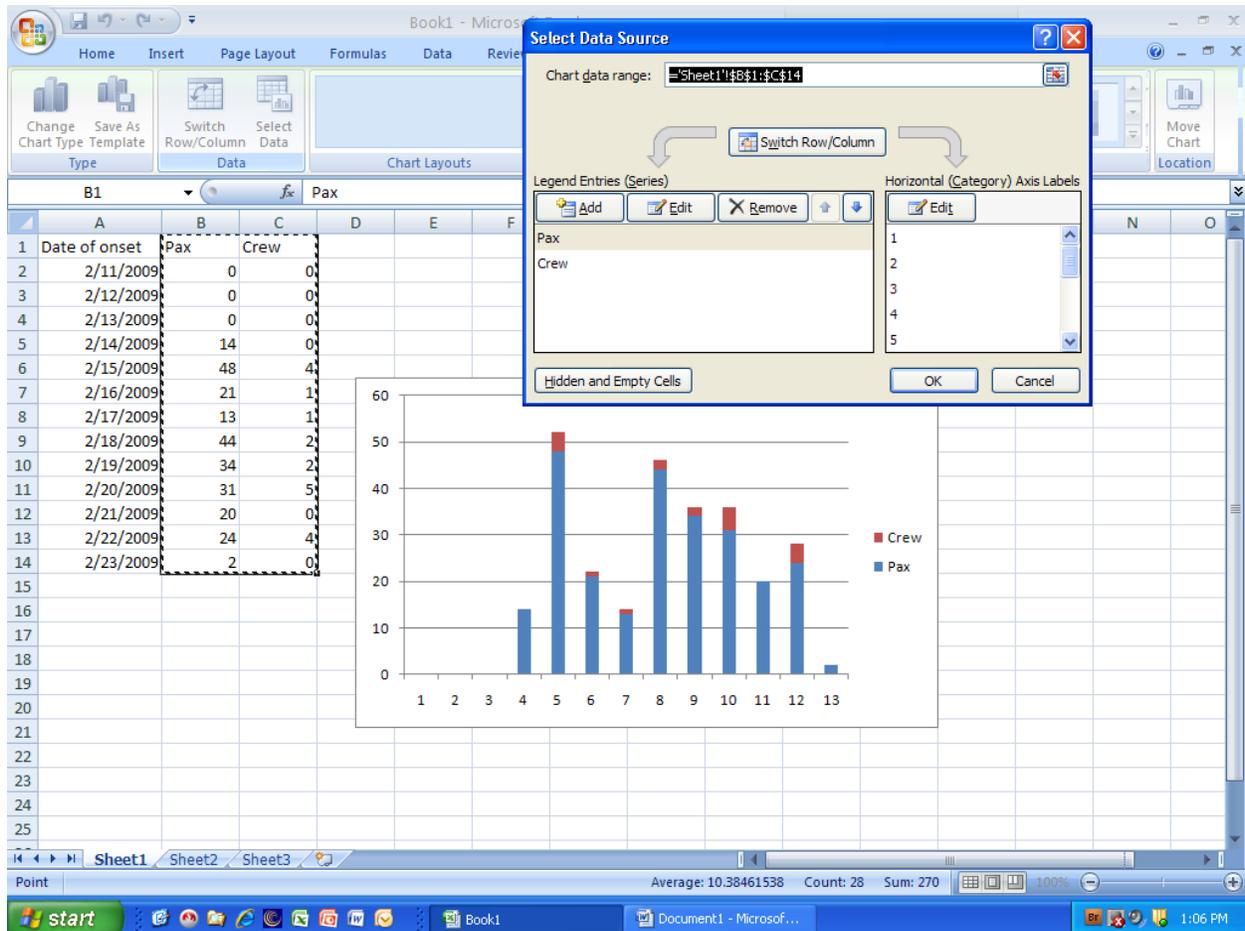
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 6b – You should now see a chart similar to the one below. If not, select the “Undo” button (the blue arrow curved to the left next to the disk icon above Home) and repeat the last step.



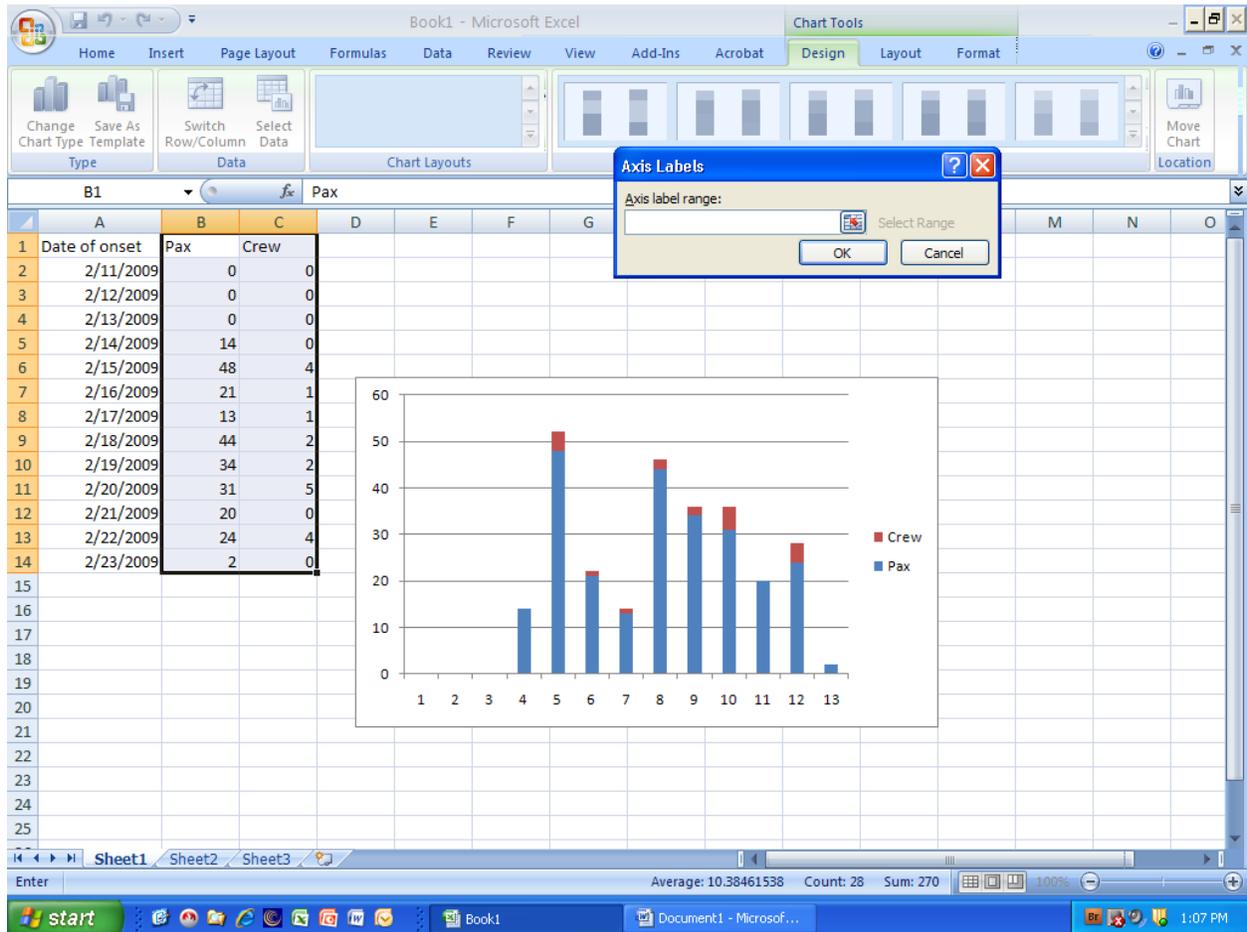
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 7 – To change the X-axis (Category) labels, select the Design ribbon item, then press the Select data button to bring up the dialog box below. Under the Horizontal (Category) Axis Label area, press the Edit button



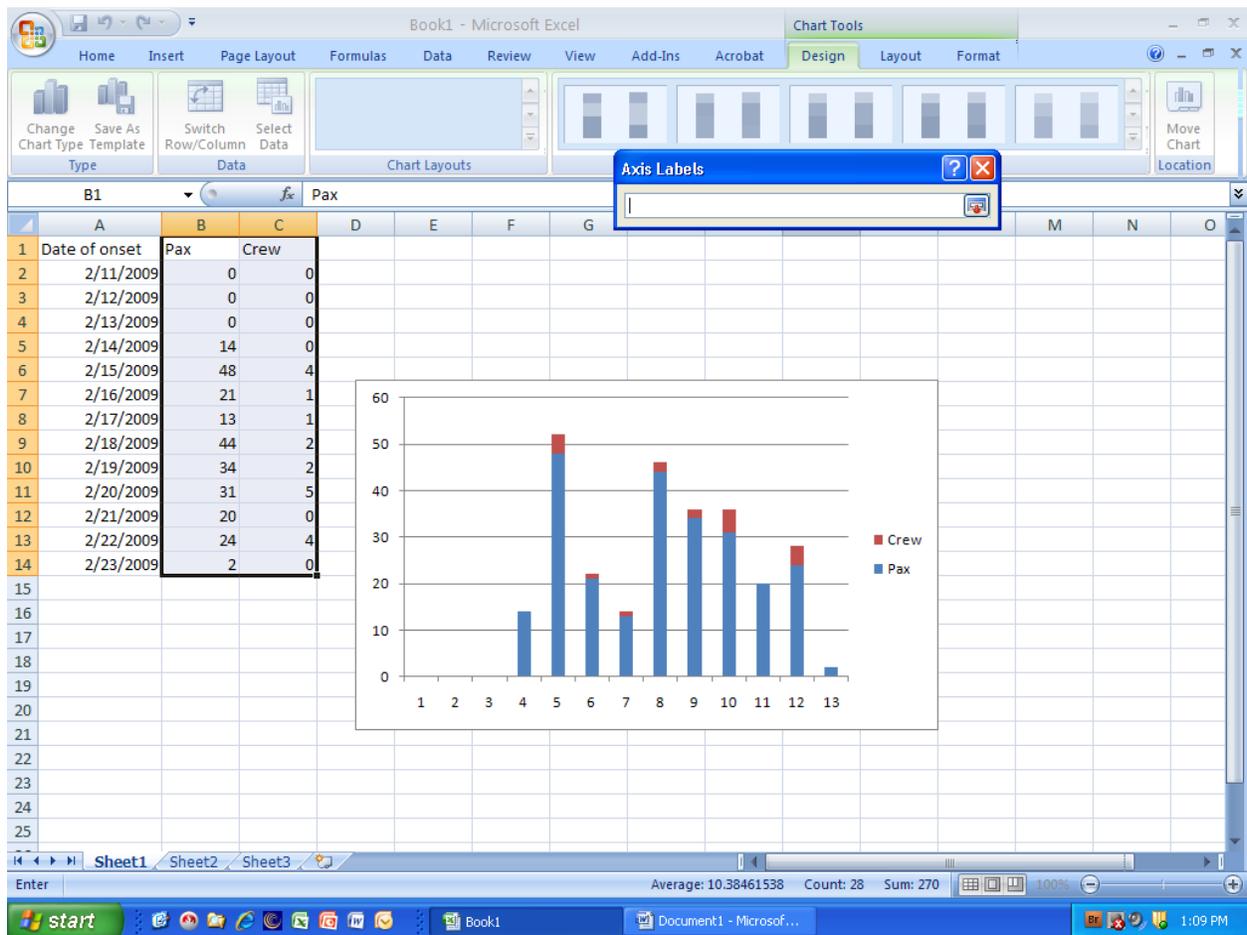
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 8a – Select the small icon to the right of the Axis Label range box



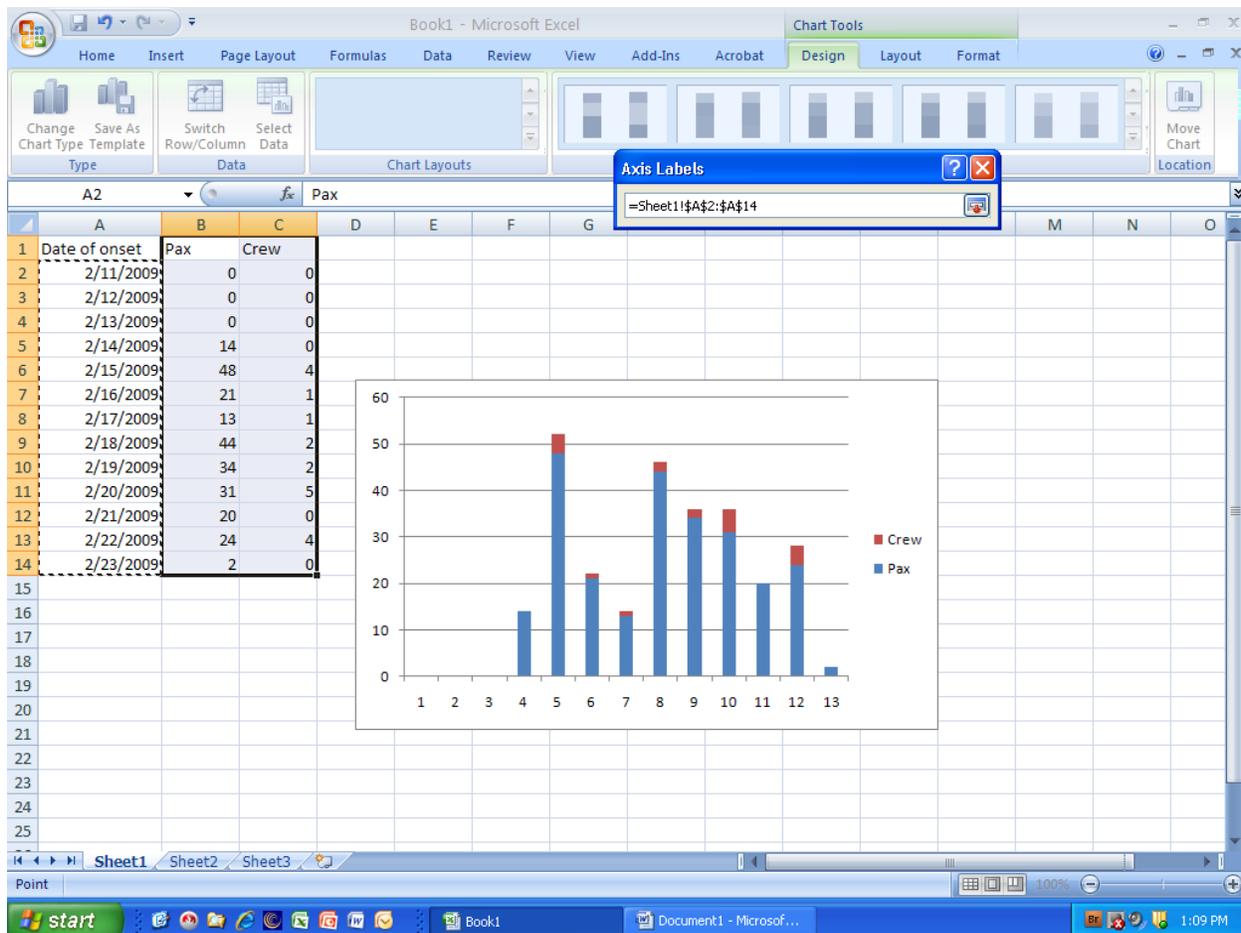
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 8b – With the mouse, press and hold the left mouse button and highlight the Date of onset column, but do not include the column header.



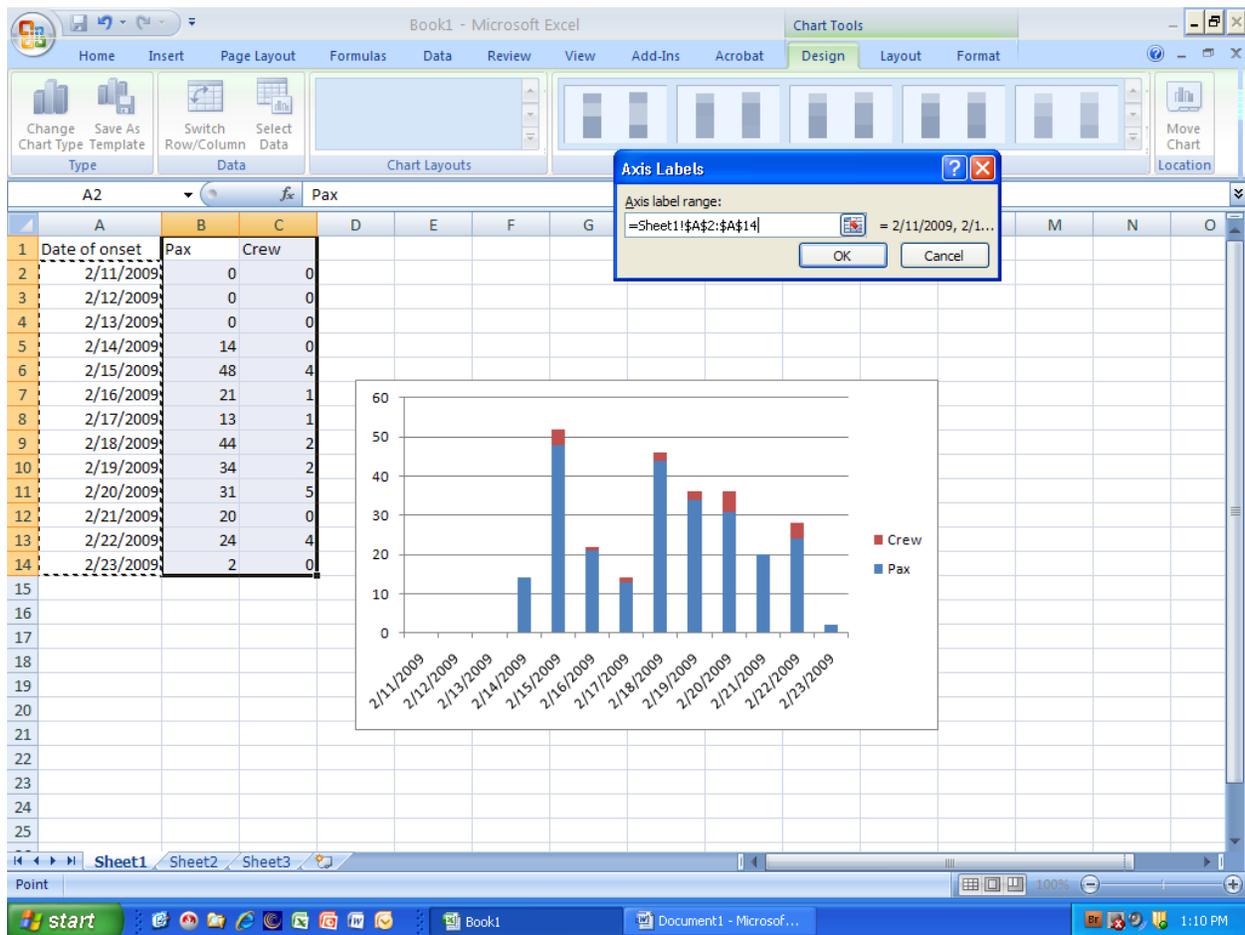
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 8c – Your screen should look similar to the screen below. The dashed line around the date of onset range informs you of the dates selected. When ready, press the small spreadsheet icon to the right of the Axis label box.



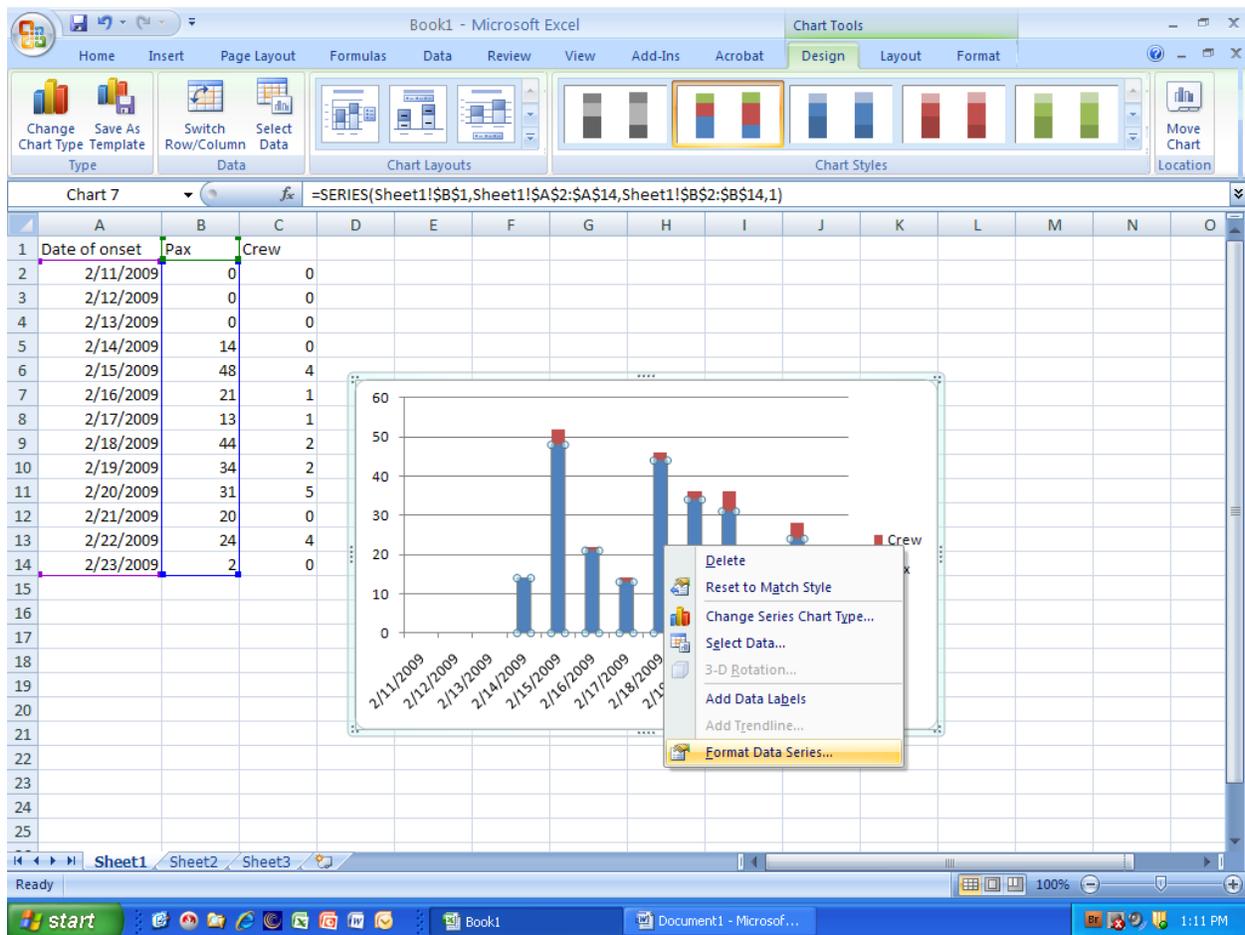
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 8d – To complete the update of the dates of onset for the X-axis, press the OK button to commit the range. Your screen should resemble the one below.



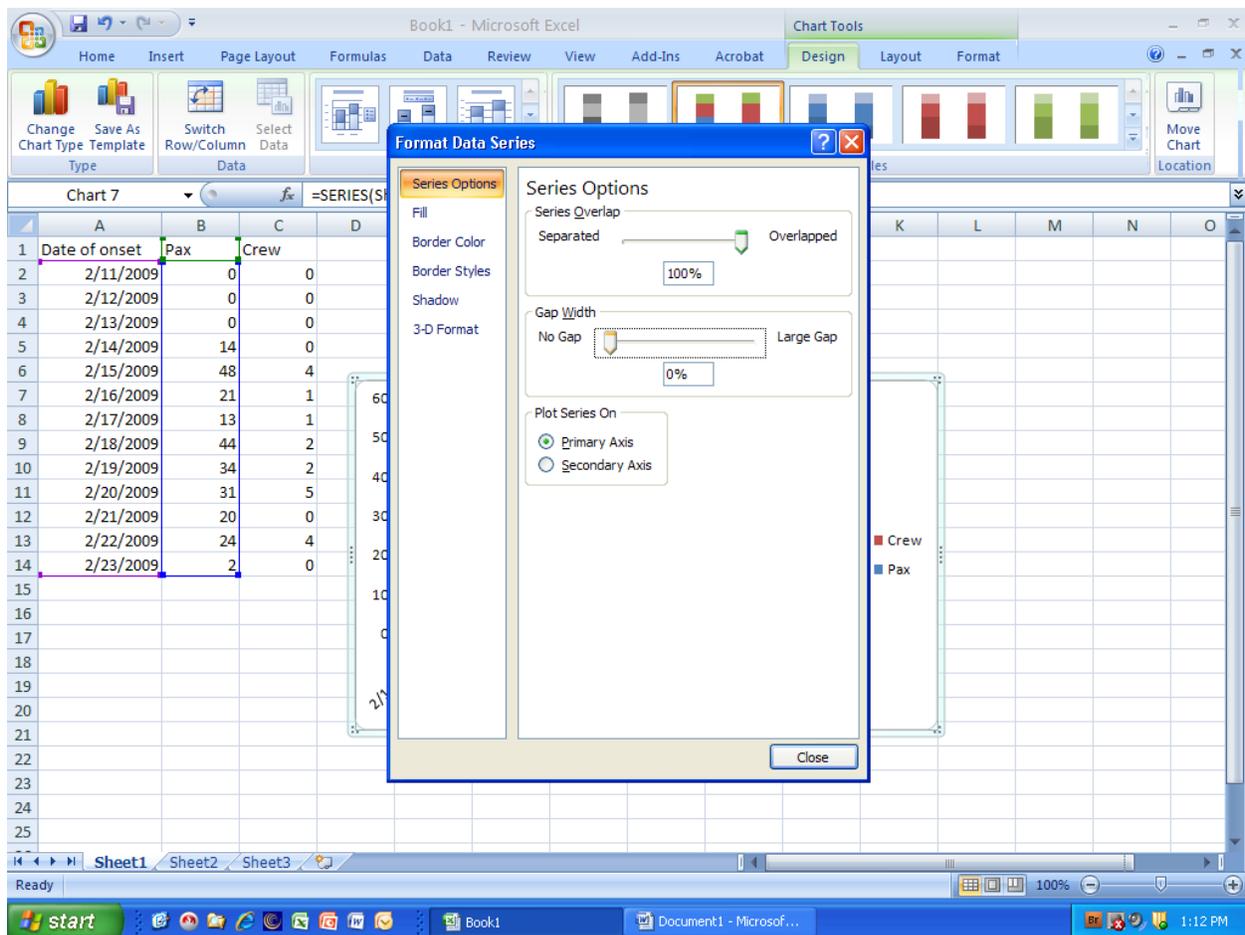
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 9 – To remove the spaces between the bars, right-click on any bar. Then select the Format Data Series option at the bottom of the pop-up menu.



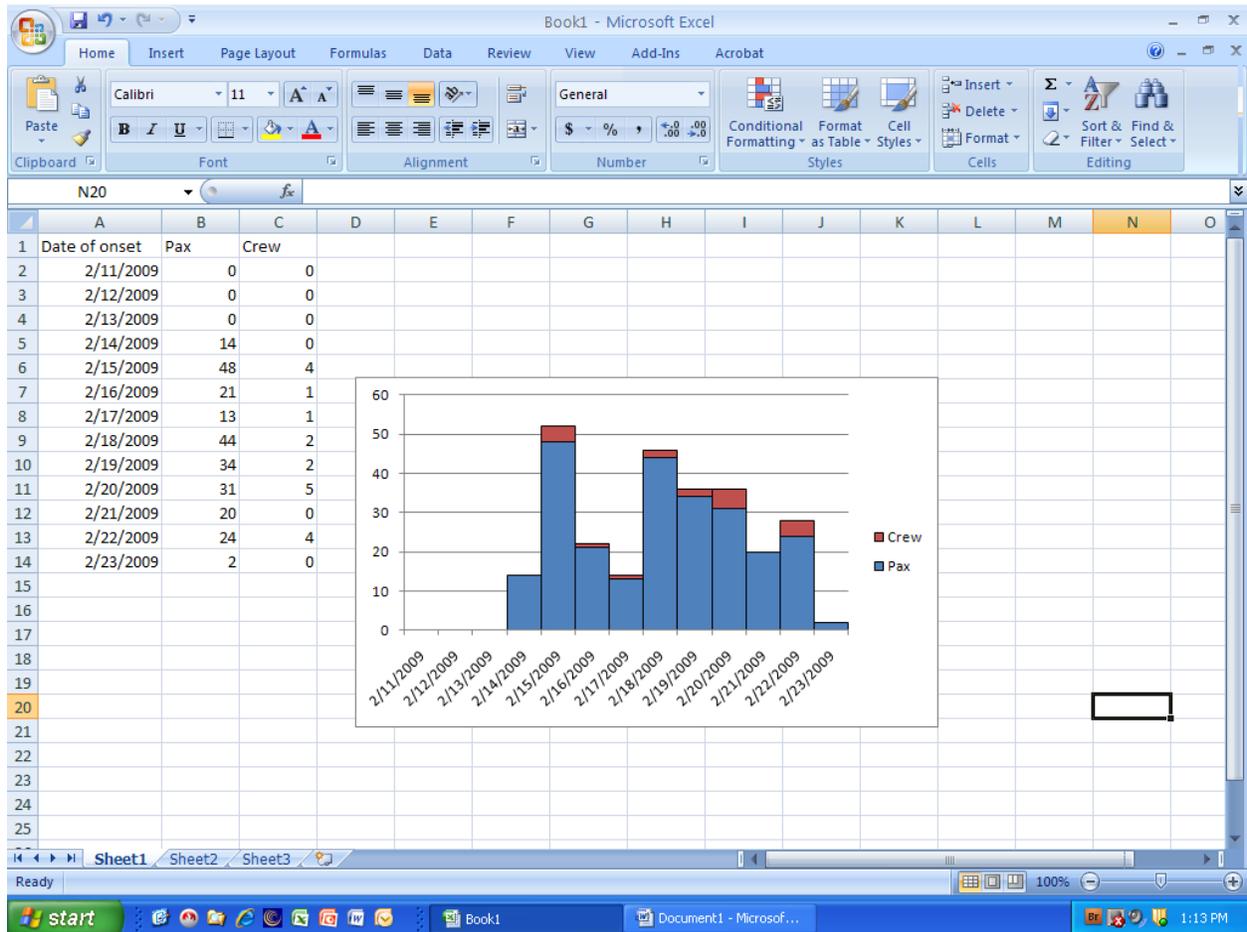
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 10a – Using the slider under Gap Width, drag all the way to the left (No Gap). Note: this screen is also used to access series options such as fill and border color. To change the color and type of border around the bars, select Border Color and follow directions for color and type.



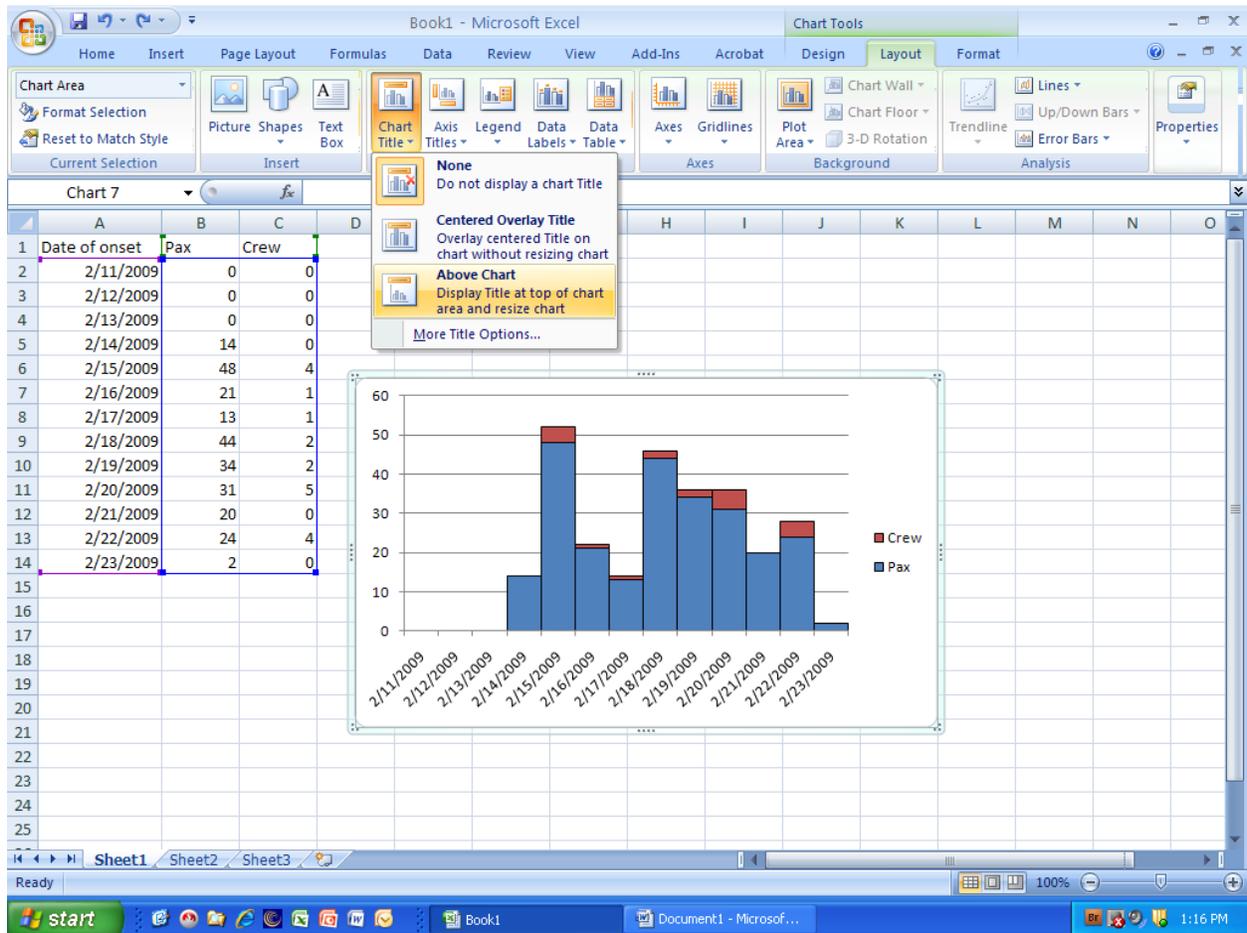
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 10b – Your chart should look similar to the one in the picture below.



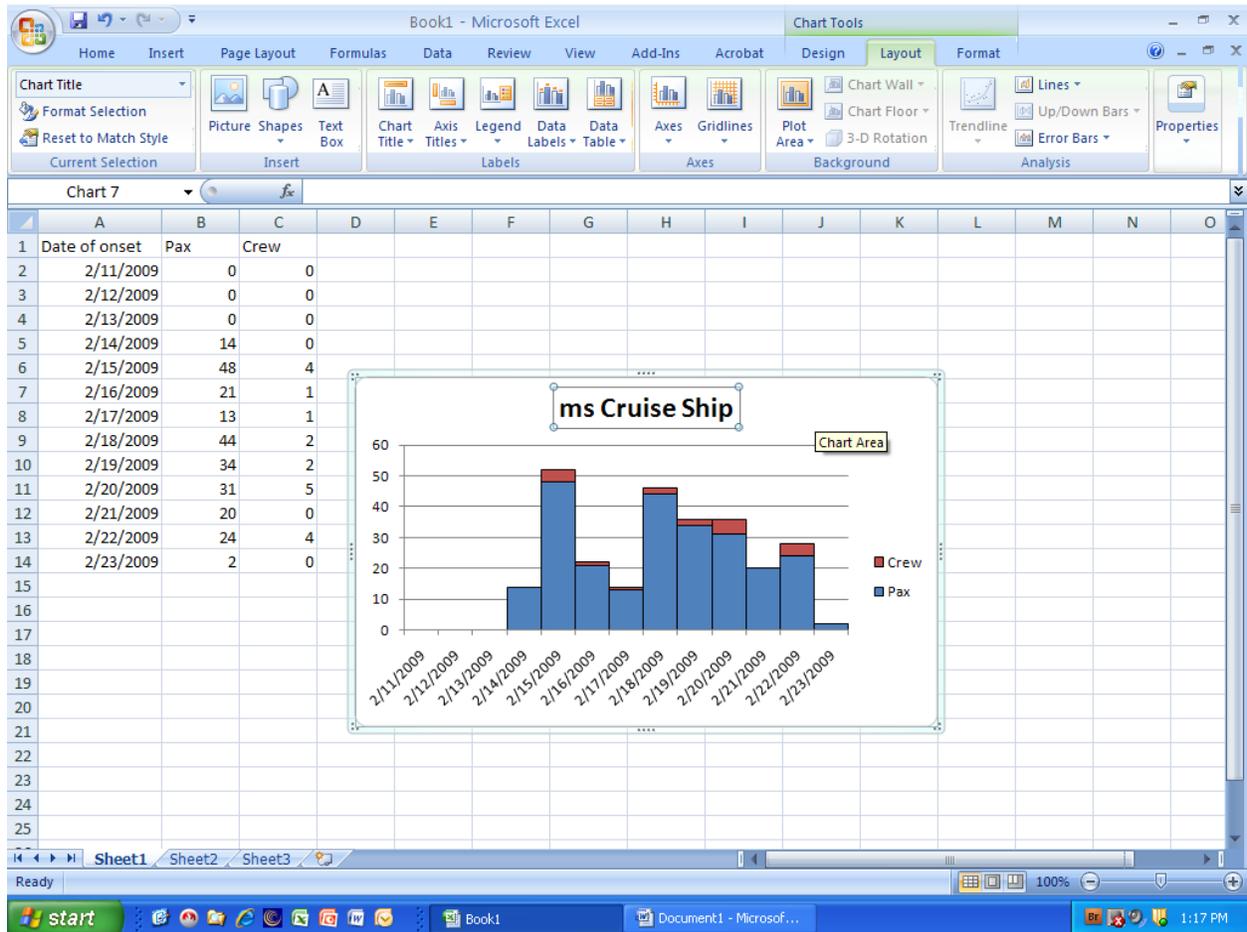
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 11a – To add a title to the chart, under the Layout ribbon, select the Chart Title button, then the Above Chart option to place the title above the chart.



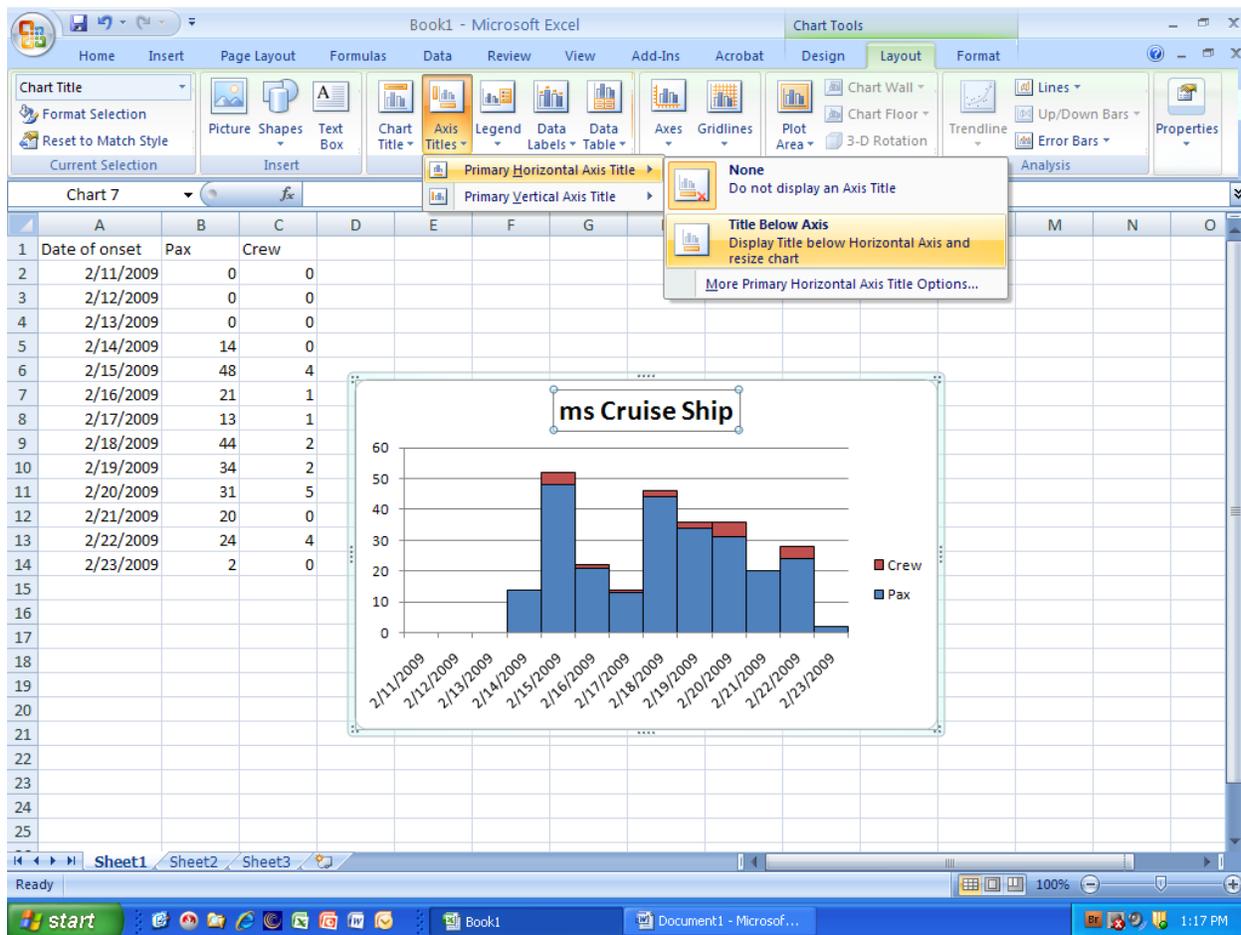
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 11b – Enter an appropriate chart title



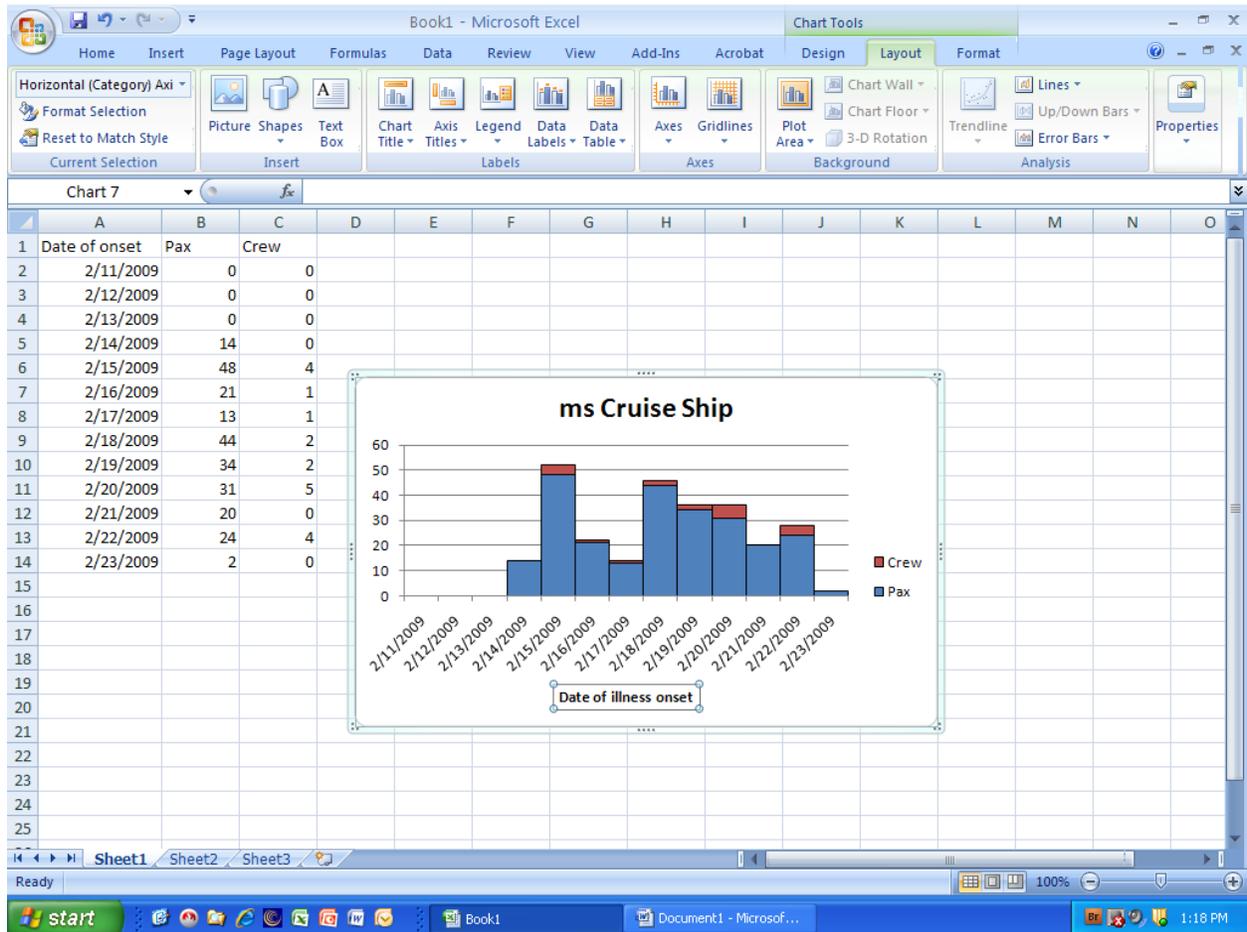
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 12a – To enter the Horizontal Axis Title, under the Layout ribbon, select the Axis Titles >> Primary Horizontal Axis Title >> Title Below Axis option



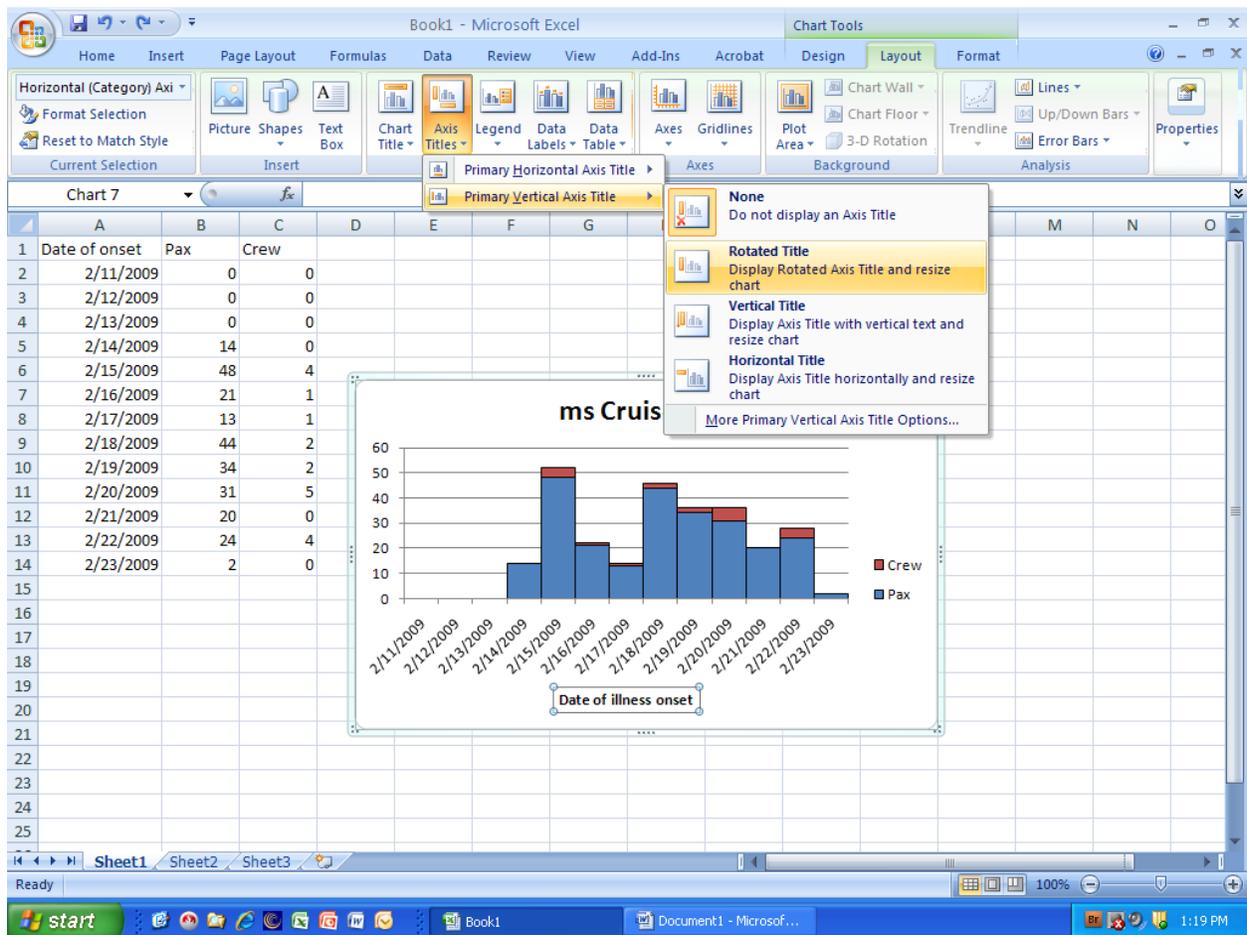
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 12b – Enter an appropriate X-axis title such as “Date of illness onset”



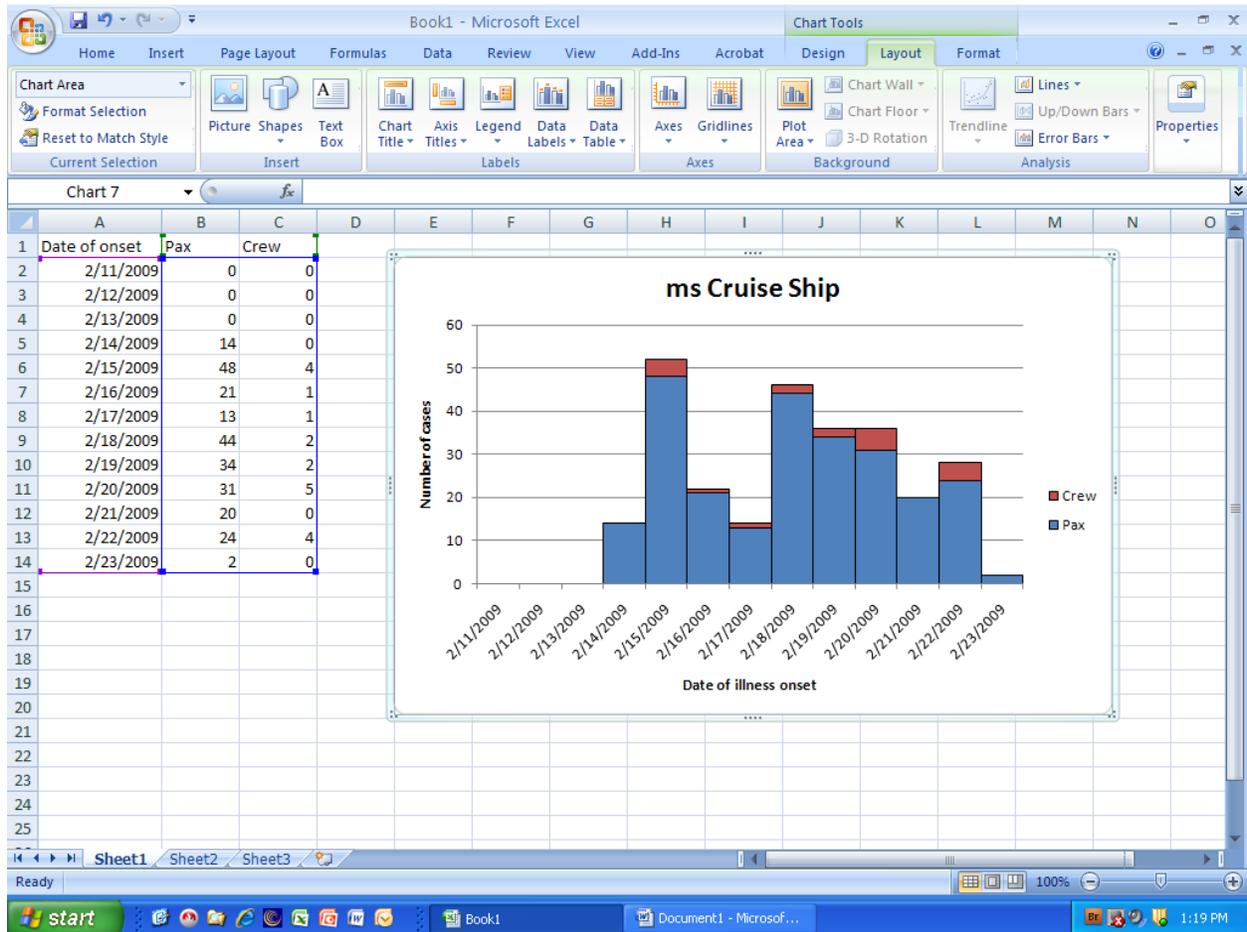
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 13a -- To enter the Vertical Axis Title, under the Layout ribbon, select the Axis Titles >> Primary Vertical Axis Title >> Rotate Title option



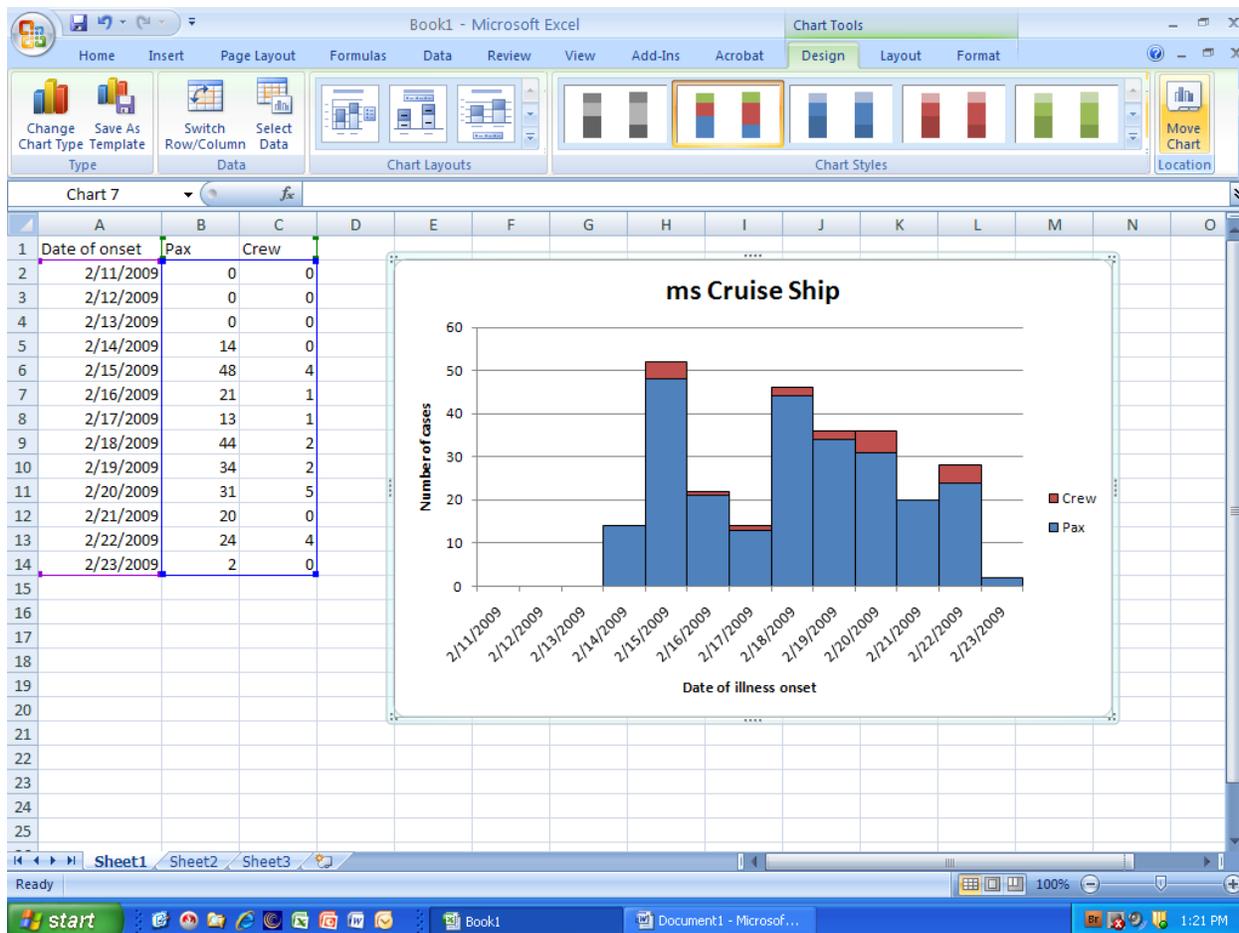
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 13b – Enter an appropriate Y-axis title such as “Number of cases”



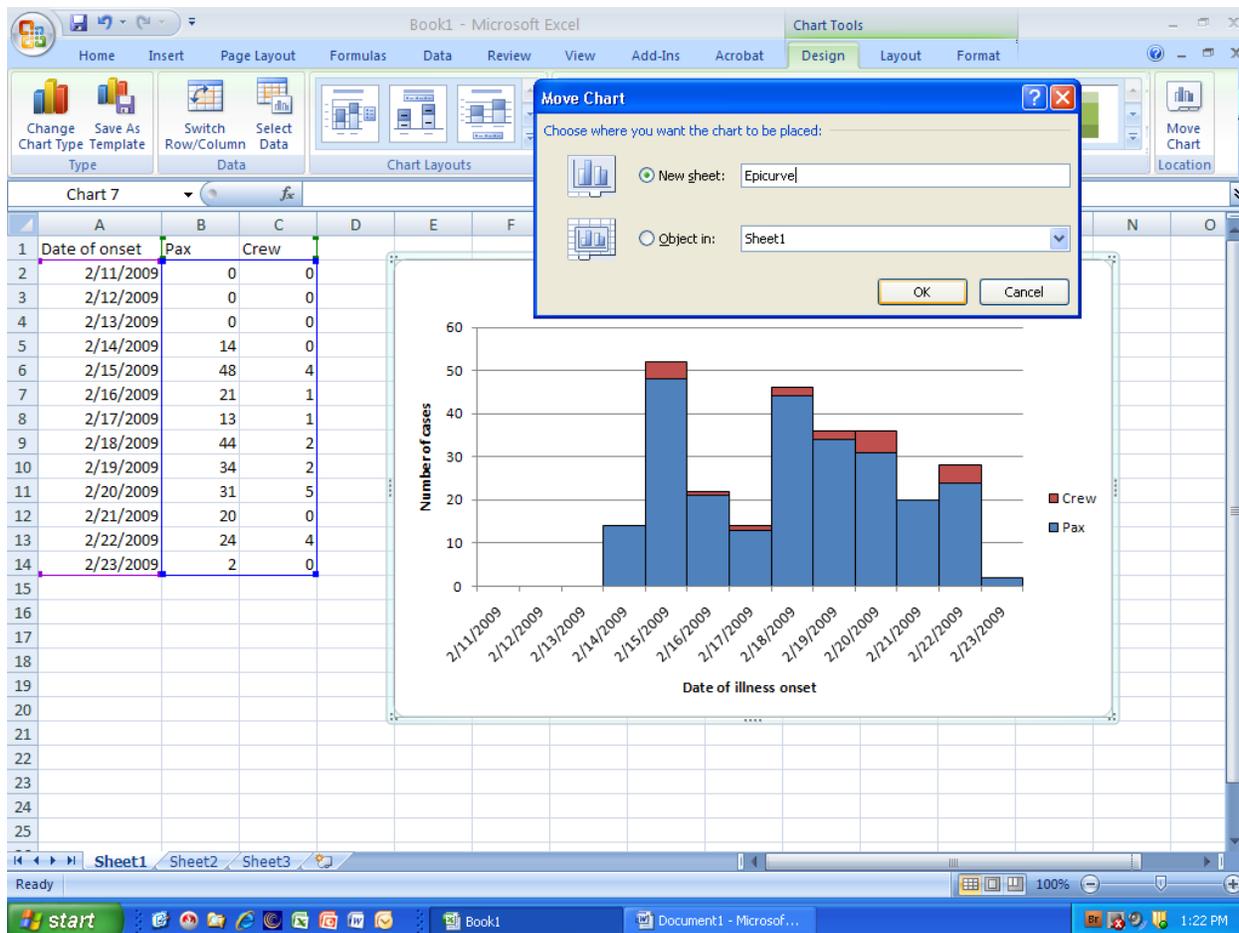
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 14a (optional): To move the chart to a separate tab in the spreadsheet workbook, under the Design ribbon, select the Move Chart Location button on the far right side of the spreadsheet ribbon bar



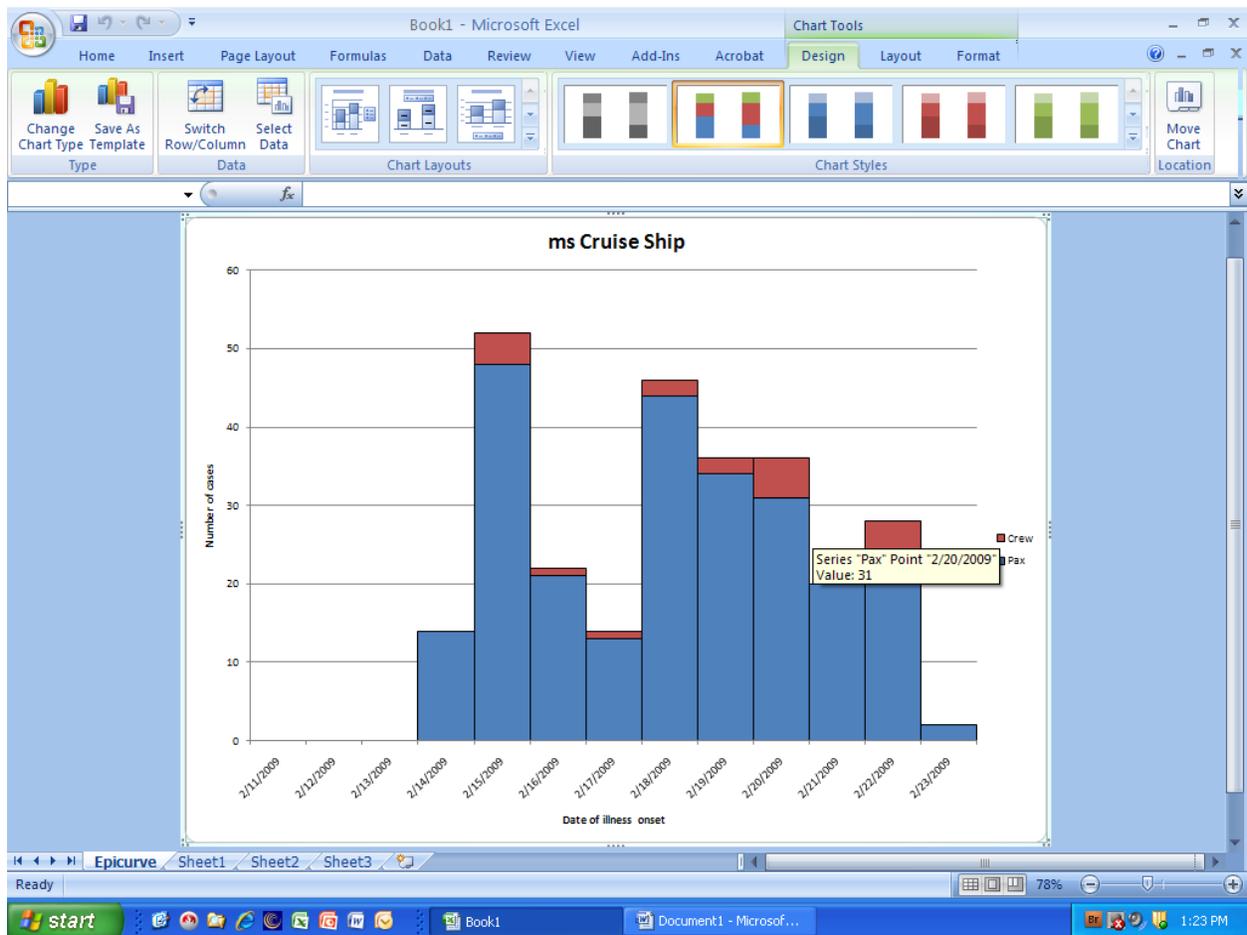
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 14b (optional) – In the Move Chart dialog box, select the New sheet radio button and type in a name for the sheet, such as “Epicurve”, then select the OK button to close the dialog button.



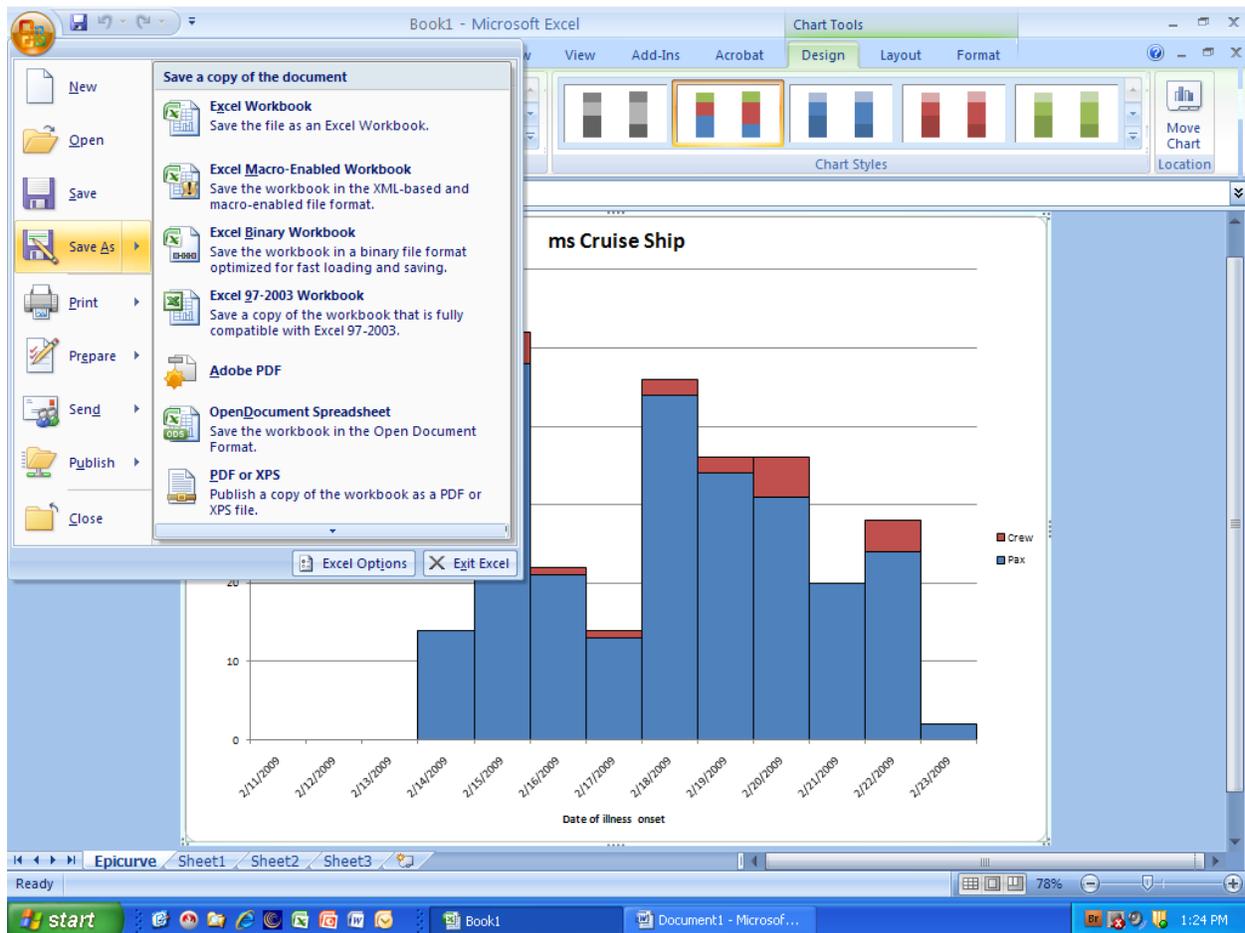
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 15 (optional) – The complete epidemic curve should look similar to the chart in the picture below.



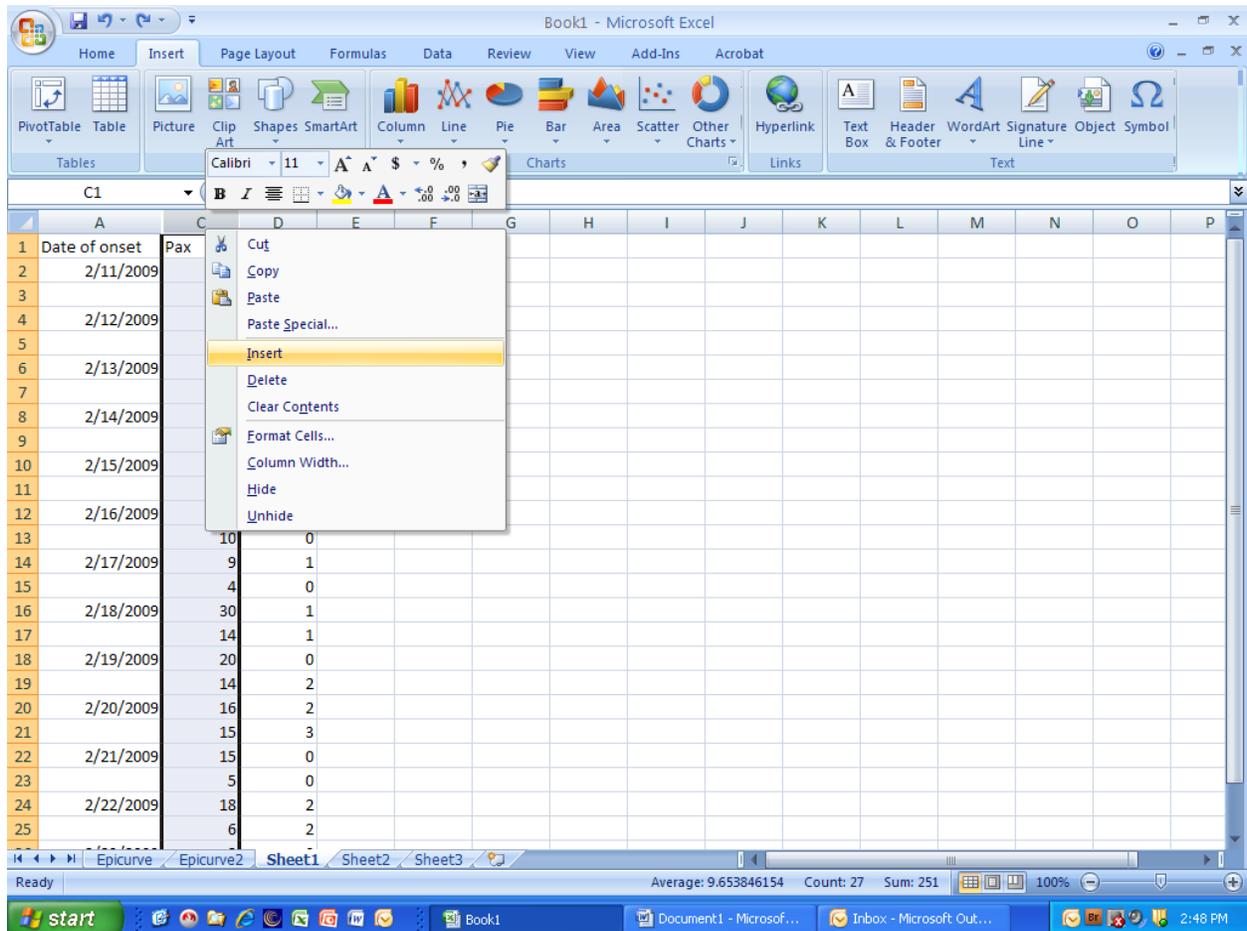
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 16 – To save the chart and data, select the orange Microsoft button at the top left portion of the window, then select the Save As option, followed by the file format you wish to save the document in (most likely the Excel Workbook option). If you wish to send the document to someone who may have an earlier version of MS Excel, recommend selecting the Excel 97-2003 Workbook option.



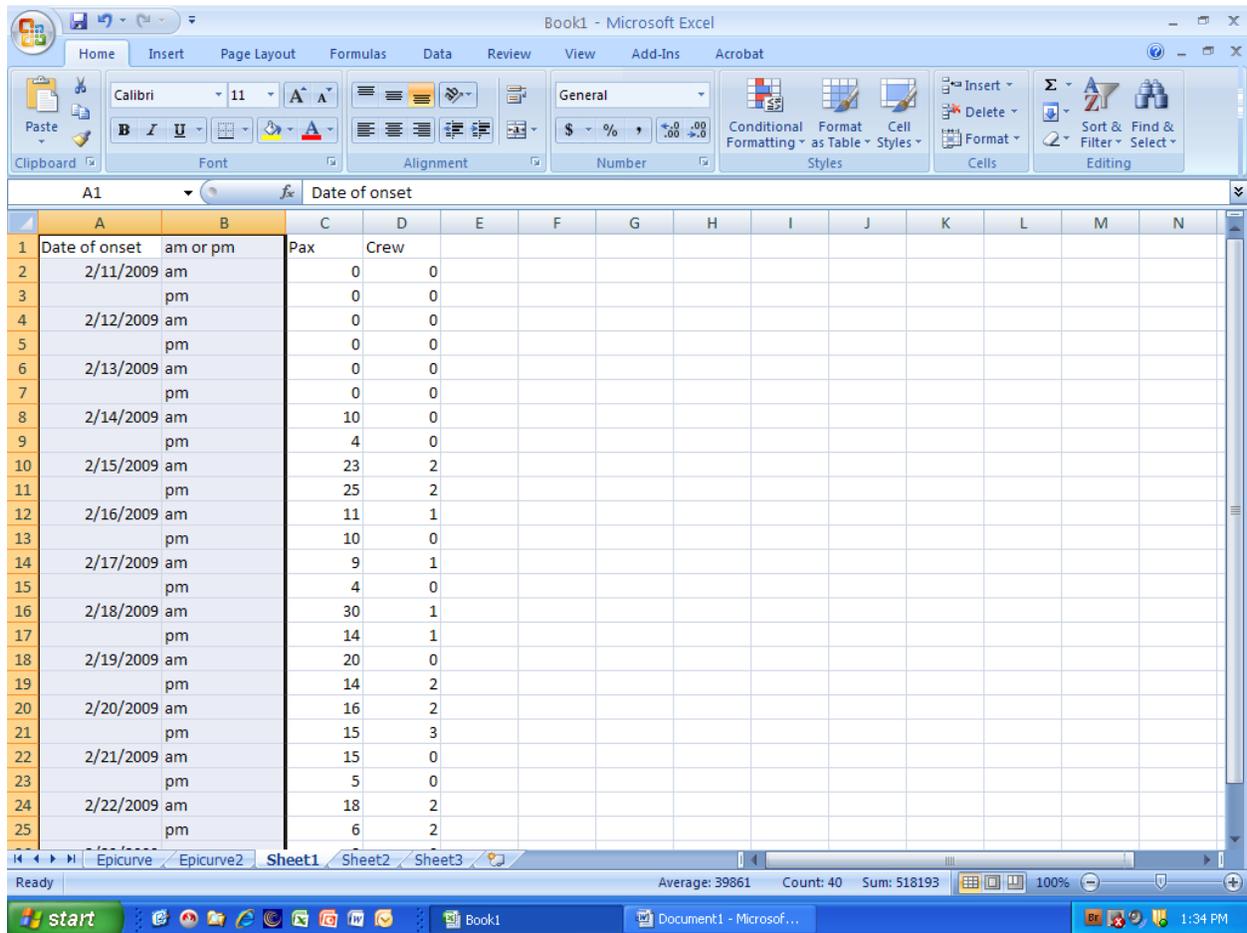
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 17a (optional) – To create an epidemic curve that has multiple time intervals in a day, insert a new column between the Date of onset and Pax column and label with an appropriate header (such as “am or pm”).



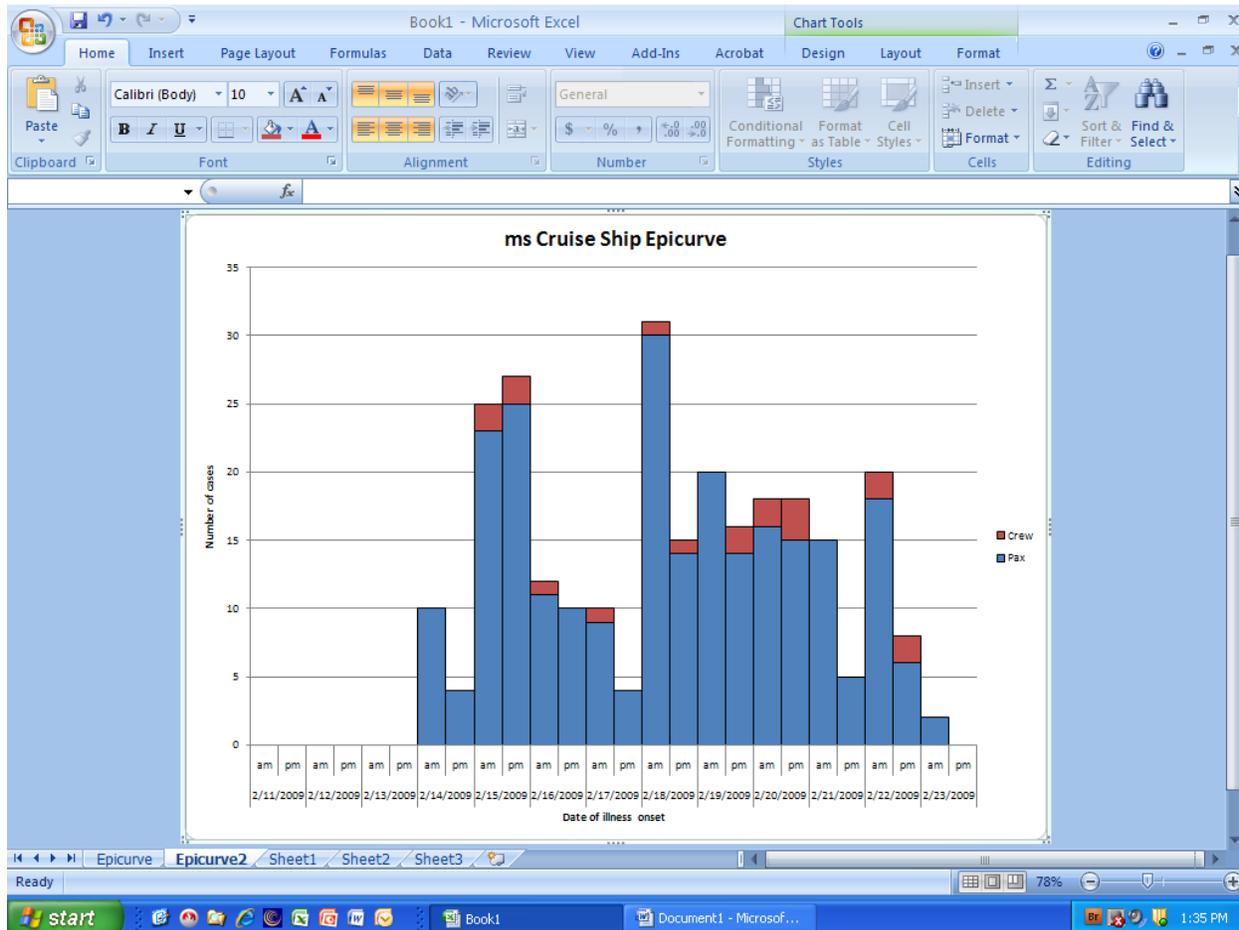
Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 17b (optional) - The method for creating the chart is the same, except in Step 8c, select both the Date of onset and the newly inserted column for time intervals (See picture below)



Steps to Creating a Basic Epidemic Curve Using Microsoft Excel 2007

Step 17c – The newly created chart should resemble the picture below. Congratulations!



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